

ILLINOIS ARTS COUNCIL

PROJECT QUICK START

FOR SCHOOLS AND SCHOOL DISTRICTS

GUIDELINES & APPLICATION

ABOUT THE ILLINOIS ARTS COUNCIL

PURPOSE AND FUNDING SOURCES

In 1965, the Illinois General Assembly created the Illinois Arts Council (IAC) for the purpose of encouraging development of the arts throughout Illinois. This state agency assists artists, arts organizations and other community organizations that present arts programming by providing financial and technical assistance. Funds are provided annually to the Council by the Illinois State Legislature and the National Endowment for the Arts.

THE COUNCIL AND ITS ACTIVITIES

The agency is governed by a Council comprised of up to thirty-five private citizens, from throughout Illinois, who are appointed by the Governor. Chosen for their demonstrated commitment to the arts, the Council is charged with developing the state's public arts policy, fostering quality culturally diverse programs and approving grants expenditures. These members serve in a voluntary capacity for four-year terms.

ADVISORY PANELS AND STAFF

Advisory panels - composed of volunteer, statewide experts - are appointed by the Council Chairman to assist the Council in the review of grants applications and to lend expertise on policy and program development. Panelists are selected through open nominations and serve for one-year terms.

A professional staff administers and develops the Council's programs, assists grants applicants and provides pertinent information to the public. The Arts Council staff provides technical assistance and lends expertise to artists, arts organizations and community organizations that present arts programming.

ILLINOIS ARTS COUNCIL MISSION AND VALUES

"CULTIVATING THE ARTS IN THE LIVES OF ALL ILLINOISANS THROUGH RESPONSIVE SERVICE TO OUR DIVERSE PEOPLE AND COMMUNITIES"

Explanation of Our Mission:

The Illinois Arts Council is committed to the cultural, educational and economic growth of the diverse people and communities of our state through support and encouragement of artists and the arts.

Our mission is guided by a set of **VALUES** that shape the Illinois Arts Council's work.

The Council firmly believes in...

- The arts as an integral part of life-long learning.
- The importance of the individual artist as fundamental to the growth of the arts.
- The centrality of the arts to the vitality of our society.
- The affirmation and support for diversity.
- The accessibility of public arts activities to all people.
- The commitment to excellence and quality in the arts experience.
- The preservation of our cultural heritage.
- The responsible stewardship of state resources.
- The need for ardent advocacy for the arts.
- The power of the arts as a stimulant to our economic environment.
- The encouragement of the highest aspiration of all art endeavors.

POLICIES AND PRIORITIES

In the review of any application submitted to the Council for funding, the policies and priorities listed below are taken into consideration. Please note that each grant program has specific evaluation criteria and matching fund requirements.

POLICIES

- Each applicant organization must be registered as a not-for-profit corporation with the Office of the Illinois Secretary of State. Units of government, publicly constituted schools, colleges and universities or religious organizations are also eligible to apply.
- Unincorporated organizations and individuals may not apply to the IAC through a fiscal agent.
- Applicant organizations must have been in active service to the public for at least a year prior to the date of application.
- While the Council recognizes the need of arts organizations for financial support, grant funds from the Council should be considered supplemental. No guarantee can be made for support for more than one year.
- Organizations which are receiving support from other government sources are eligible to apply for Council funds for arts projects.
- Recognizing the importance of sound management practices in the arts, the council maintains that an operating surplus realized by an organization in one fiscal year will not result in a reduction of grant funds.
- The Council is supportive of those programs of artistic quality which reach special audiences comprised of citizens who are not regularly served by the arts. These include, but are not limited to, persons with disabilities, institutionalized persons, older individuals and lower income groups.
- The Council recognizes the importance of maintaining Illinois' rich heritage and supports the diverse art forms of all ethnic and racial groups.
- Acknowledging that access to the arts is vital to all Illinois residents, the Council strives to support programs of artistic quality that will serve small and rural communities.
- The Council recognizes that increasing public understanding of and demand for the arts through comprehensive arts education at all age levels is one way to create proper support for the arts. While the Council will continue to assist with arts activities that complement the school curriculum through such activities as the IAC's Art-in-Education Program, the major responsibility for arts education lies with educational institutions. Schools, colleges, and supporting local and state departments of education are primarily responsible for arts education.

- The Council supports college and university arts programs if they benefit and are accessible to the general public. Those events which are normally considered a part of regular or academic programs will not be funded.
- The Council will not support subsidizing an individual's academic study.
- The Council supports those programs that emphasize the professional presentation and production of the arts. Generally, the Council will not directly support the touring or sponsorship of non-professional groups within this policy. The Council recognizes the social contributions that can be the result of arts experiences.
- The Council will not support out-of-state touring.
- Council funds may not be used for capital improvements, construction or for the purchase of permanent equipment.
- Council funds may not be used to pay the balance of an organization's previous year's operating deficit.
- With the exception of state colleges/universities, which are required to match IAC funds from outside sources beyond staff time and overhead provided by the college and/or university, state agencies and their affiliates are ineligible to receive funds from the IAC. State agencies are those entities defined by the Office of the Comptroller in Procedure 27.50.10, pp3 to 60 of the SAMS manual.
- Council Funds may not be used for artistic programs at functions where the artists are not the primary focus.
- The Council will not support fundraisers, benefits, receptions, or other social functions.

PRIORITIES

- The Council recognizes the crucial role our state's artists and arts organizations play in society. Priority is therefore given to those programs involving Illinois artists and arts organizations. While the Council considers its primary responsibility to support Illinois arts organizations and artists, this does not exclude the use of out-of-state resources capable of providing services or programs determined to be unavailable within the State or to supplement those already available.
- Priority will be given to those programs which provide economic opportunities for Illinois artists.
- Generally, priority will be given to those programs for which a cash match has been established.
- Priority will be given to those programs that affect more artists and larger audiences within a specific community.
- Priority will be given to those organizations which have demonstrated a history of sound management practices.

PROGRAM DESCRIPTION

Project QuickStart is designed to support project grants of up to \$1000 for schools and school districts that are planning to conduct a short term residency experiences with specific Illinois artists during a school year. **Priority is given to first-time applicants to the Illinois Arts Council.**

The purpose of this funding opportunity is to encourage schools to build new relationships with the state's artistic community.

The proposed project should meet a specific community or curricular need identified by current staff and/or expand the artistic opportunities for the targeted group of students. Activities are limited to hands-on workshops, classes, demonstrations and lectures. Performances for large audiences must be linked with specific programs for a smaller group of students.

Projects in any artistic discipline are eligible for funding. The QuickStart funds will support an artist to work on-site up to six days over no more than a six week period to complete the project. Each project should be designed by the selected artist and sponsoring school/school district to provide a creative, hands-on experience for a defined group of participants.

Applicants cannot request funding to use employees as the artists for Quickstart projects. Artists who are currently employed by the school district in any capacity are not eligible to be the project artists.

Examples of programs:

- A visual artist is contracted for three days by an elementary school to inservice teachers on how to create murals that involves groups of children who have researched historical events that occurred in their community.
- A poet is brought in by a school librarian to conduct a weekly writing workshop involving parents and children that culminates in a public reading of their work created over six weeks.
- A theater artist works after school with a language arts teacher to direct a community performance of a one-act play written by students.

GUIDELINES

Proof of Not-for-Profit Status

Applicants must be not-for-profit corporations currently registered with the Secretary of State or be an agent of a governmental body (i.e. park districts, colleges, universities).

Applicant Organizations must submit one of the following as proof of not-for-profit status:

- a copy of a current Annual Report to the Secretary of State (report must be signed and dated less than one year ago to be acceptable) or a copy of the canceled check made payable to the Secretary of State; organizations incorporated prior to 1943 should submit a certificate of good standing from the Office of the Secretary of State or a copy of enabling legislation
- a letter from the appropriate governmental body stating that the applicant is an official agency or branch of that governmental body or a copy of enabling legislation.

Planning the Project Budget:

The applicant is required to prepare and submit a projected itemized budget of the cash expenses. **Grant requests for this project should not exceed \$1,000.**

Matching Funds Requirement:

The IAC will cover up to 50% of total project costs up to \$1000. These costs may include the artist's fee plus travel expenses; plus other expenses (e.g. materials, supplies, documentation costs, space rental, etc.) when needed. It is suggested that the artist's fee should be prorated at no less than \$50 per hour.

The local sponsor must provide funds to support administrative costs incurred and provide a minimum of 50% cash match to cover the project expenses.

The IAC makes the grant to the sponsoring school or school district. The sponsoring organization is responsible for paying the artist.

Tips to Selecting an Artist

The artist(s) under consideration for your project should be creative, technically proficient in their art form and be an inspiring role model for the participants. The artist(s) should have a record of professional achievements and activities in the arts and in educational settings.

Applicants should select an artist who has the appropriate knowledge, skills and experience to work productively with the targeted participants.

The following characteristics are important to consider when selecting an artist:

- an artist who knows how both children and adults learn,
- an artist who enjoys collaborative planning and working as part of a team,
- an artist who preplans and is well prepared,
- an artist who can be flexible in unexpected circumstances.

Sites may consult the Illinois Arts Council's Arts-in-Education Artists Roster but are not limited to selecting an artist from this listing.

Possible resources for identifying artists: local arts organizations, which includes local arts councils and art associations, museums, park districts, neighboring community colleges and universities.

Try to conduct an in-depth interview with the artist in person or on the phone. When possible, involve others in the final selection process, particularly teachers with whom the artist would work. Contact schools or community sites where he/she has recently worked as references. Negotiate a fee (a minimum of \$50 an hour) based on the number of projected days to complete the project.

How to Apply

1. Identify the type of project to be developed, including the desired art form and the targeted participants.
2. Contact potential artists locally or from other areas of the state to discuss availability. Contact the IAC staff for suggestions. (see Tips to Selecting an Artist section).
3. After selecting the appropriate artist(s), work together to design the project activities and determine a schedule of dates. Once the project is designed, it is suggested that the sponsoring organization draft a letter of agreement for the artist.
4. Complete the application and narrative. (see pages 5-7)
5. Submit the following to the IAC:
 - The original signed application and 2 copies (a total of 3 copies);
 - One copy of the artist(s) resume;
 - One copy of proof of sponsor's not-for-profit status (see Eligibility section);

Open Deadline - Schools may apply any time during the fiscal year.

Applications must be received by the IAC no later than eight weeks prior to the project starting date.

Evaluation Criteria

Artistic quality and professionalism of the artist(s) selected;

Quality and appropriateness of activities planned;

Promotion of the project activities to the wider community;

Priority will be given to programs that provide hands-on arts experiences to an identified group of participants.

Notification

Notification of funding will be sent approximately 4 weeks after IAC receipt of application. If funded, this notification will include grant agreement and cash request forms which must be completed and returned to authorize payment. Once these documents and copies of other requested materials are returned to the IAC, it will be approximately 8 weeks before a check will be issued by the State Comptroller.

Final Report and Project Documentation

The Final Report form will be mailed to grantee prior to the project's ending date and is due within 30 days after completion of the project. Failure to submit a final report jeopardizes the receipt of future IAC funding.

Grant recipients must credit the IAC in all promotional material and public notices in the following manner: ***This program is partially supported by a grant from the Illinois Arts Council, a state agency.***

Documentation of this project is important and may be helpful for program evaluation and building wider community support for future arts initiatives. Submit press releases, flyers, copies of student-produced artwork or video/audiotapes of presentations as part of your final report.

Making The Project Accessible to All

According to state and federal law, every organization receiving public funding must ensure that it is in a position to provide accommodations when persons with disabilities make requests for services. Accessibility involves both the location (the facility) and the content (the activity or product) of the program. Thinking about accessibility issues, e.g., sign language interpreters, cassette recordings of printed materials, audio-description describers or large-print labeling, in the early planning stages of a project, is the key to ensuring that persons with disabilities will be able to participate in the program.

Illinois Arts Council

Project QuickStart Application

Please read the accompanying guidelines before completing this application. APPLICATIONS MUST BE TYPED; HAND-WRITTEN APPLICATIONS WILL NOT BE REVIEWED. If assistance is needed in completing this application, contact the IAC staff.

SUBMIT TO: Grants Office
Illinois Arts Council
James R. Thompson Center
100 W Randolph Street, Suite 10-500
Chicago, IL 60601-3298

____ Check here if applicant is applying to the IAC for the first time.

APPLICANT ORGANIZATION INFORMATION

Name of Applicant Organization (please use the organization's legal name)

Address of Applicant

City, State, Zipcode

Daytime Telephone

Official to whom notification should be sent

Title

Email Address

Contact Person

Daytime Telephone

Address (if different than above)

City, State, Zipcode

Contact Email Address

Year Founded

Year Incorporated

Legislative Districts - Do Not Leave This Section Blank

Based on the address indicated for the applicant, enter ONE district number for each of the following governmental branches. Due to reapportionment in Illinois in 1992, some legislative and congressional district numbers have changed. For information, contact your County Board of Elections.

Illinois County of Applicant

Illinois House #

Illinois Senate #

U.S. Congressional District #

Artist Information

Name of Artist

Email Address

Artist's Address

City

State

Zip

Artist's Daytime Telephone

Artist's Discipline

Summary of Project Budget

A. Total Anticipated Project Expenses \$ _____
(Line #7, page 7)

B. Sponsor Contributions \$ _____
(Line #10, page 7)

C. Total In-kind (Line 8, page 7) \$ _____

D. IAC GRANT AMOUNT \$ _____
(Line #9, page 7)

Estimated number of individuals to benefit from this project _____

Project Dates: Beginning _____
mo/day/yr

Ending _____
mo/day/yr

Statement of Assurances

The applicant HEREBY AGREES THAT:

1. The activities and services for which assistance is sought will be administered by or under the supervision of the applicant.
 2. Any funds received under this grant shall not be used to supplant funds normally budgeted for services of the same type.
 3. It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d); and FURTHER AGREES THAT it will comply with Title VII of the Civil Rights Act of 1964 (42 U.S.C. 200e) as amended by the Equal Employment Opportunities Act of 1972 (Public Law 92-261) and the Americans with Disabilities Act of 1990 (Public Law 101-336), and the Constitution of the State of Illinois (article 1 section 17-19); and FURTHER AGREES THAT it will comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 706), and FURTHER AGREES THAT it will comply with Title IX of the Education Amendment of 1972 (20 U.S.C. 1981); and FURTHER AGREES THAT it will comply with the Age Discrimination Act of 1975 (Public Law 94-135, Title III, article 303).
 4. The figures, facts and representation in this application, including all exhibits and attachments, are true and correct to the best of its knowledge and belief.
 5. The filing of this application has been authorized by the governing board of the applicant.
 6. It will expend funds received as a result of this application solely on the described projects and programs and will separately provide funds for the maintenance of the organization.
- THIS ASSURANCE is binding on the Applicant, its successors, transferees and assignees. The person (or persons) whose signature appears below is authorized to sign this Assurance on behalf of the Applicant.

Signature of Authorizing Official

Date

Signature of person completing this application

Date

Type name and title

Type name and title

Project Narrative:

Using no more than two pages, restate the questions listed below and provide concise answers that clearly describe your proposed QuickStart project.

1. Describe the school and the community being served by this project - include information on the applicant's current cultural resources or ongoing arts-related programs.
2. What artist have you selected to work with and why? Discuss how the proposed artist's activities will enhance your current programs or create new learning opportunities for the participants.
3. Describe the proposed schedule of activities that will be conducted by the artist. Where will the activities take place? What staff and students have been identified to participate in these activities? How were they selected?
4. Describe your organization's plan to monitor the work of the artist. Include any plans made to promote and document the activities that will occur. If appropriate, discuss how any project documentation will be used.

Applicant Checklist:

- ____ One original and two copies application (pages 5-7) with attached narrative pages
- ____ Proof of not-for-profit status
- ____ Two copies of the artist(s) resume(s)

Illinois Arts Council Project Quick Start Project Budget

PROJECTED EXPENSES:

Cash

In-Kind

1. Artist's Fee (\$50/hour minimum)
of hours _____ x hourly fee \$ _____ \$ _____
2. Artist's Travel
Estimated miles _____ x ~~rate~~ ~~per mile~~ \$ _____

Other Expenses:

3. Materials \$ _____ \$ _____
4. Space Rental \$ _____ \$ _____
5. Marketing/Documentation \$ _____ \$ _____
6. Other (Specify*) _____ \$ _____ \$ _____
7. **TOTAL CASH EXPENSES:**
(add lines 1 to 6, Cash column) \$ _____
8. **TOTAL IN-KIND CONTRIBUTIONS**
(add lines 3 to 6, In-Kind column) \$ _____

PROJECTED INCOME:

9. IAC Grant Request
(Not to exceed \$1000) \$ _____
10. Sponsor Cash Match
(should equal or exceed grant request) \$ _____
11. **TOTAL CASH INCOME** (add lines 9 & 10)
(This line should equal line 7) \$ _____

*Please note: Applicant may not submit expense reimbursement of administrative costs incurred by school or district personnel to complete this project.

Pat Quinn
Governor

Shirley R. Madigan
Chairman

Terry A. Scrogum
Executive Director

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Normal

Elaine C. Muchin
Chicago

The Honorable Sheila M. O'Brien
Glenview

The Honorable Sheila Simon
Carbondale

For specific information on this program contact:

Arts-in-Education Program Staff

For general information on the Illinois Arts Council contact:

Illinois Arts Council

An agency of the state of Illinois

James R. Thompson Center

100 West Randolph, Suite 10-500

Chicago IL 60601-3230

312/814-6750 Chicago

800/237-6994 Toll-free in Illinois

888/261-7957 TTY/telephone text for individuals who are deaf
or who have hearing or voice-impairments.

E-mail: iac.info@illinois.gov

Website: www.state.il.us/agency/iac

The Illinois Arts Council acknowledges continuous support from
the National Endowment for the Arts.



It is illegal for the Illinois Arts Council or for anyone receiving assistance from the Illinois Arts Council to discriminate on the basis of race, color, religion, sexual orientation, sex, national origin/ancestry status, disability, age, marital status, arrest record, military status, unfavorable discharge from military service, and citizenship status. Any individual who has been subjected to such discrimination may file a complaint. Call the Illinois Arts Council at 312/814-6750 or TTY 888/261-7957; the Illinois Department of Human Rights at 312/814-6200 or TTY 312/263-1579; the Office of the Attorney General, Civil Rights Bureau at 312/814-3400 or Disability Rights Bureau at 312/814-5684 or TTY 312/814-3374; or the Equal Employment Opportunity Commission at 312/353-2713 or TTY 312/353-2421.

Individuals who are blind or have low vision or
have learning impairments may obtain assistance
regarding Illinois Arts Council applications and
written materials by contacting the ADA/504
Access Coordinator at the IAC office.

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